



South Coast Air Quality Management District

Engineering & Compliance

*Policies &
Procedures*

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT

MEMORANDUM

DATE: October 21, 1986
TO: All Engineering Division Personnel
FROM: Sanford M. Weiss, Director of Engineering /s/ SMW
SUBJECT: Verbal P/C's

This memo is to reiterate the Engineering and District's policy concerning verbal permits and verbal approvals. Under no circumstances should an engineer inform an applicant that they have "approval" to build or modify a source without written authorization. Also, when an applicant files an application to modify a written condition, the company is not allowed to implement this change without formal written approval.

When an engineer evaluates a "plan," an engineer must not suggest to the company to implement a course of action prior to written approval. When a formal approval is given, the Enforcement Division must be sent a copy of the approval or course of action.

This written approval is particularly important as there can be protracted discussions concerning major installations or, as in the case of equivalency plans where the engineer works closely with the applicant. The applicant can be confused as to the District's policy, and the engineer must indicate this written approval whenever there appears to be any confusion.

JFN:ccb